Missouri Juvenile Justice Information System

MOJJIS

Linking Together to Protect Missouri Children

Juvenile & Family Courts

Department of Health and Senior Services

Department of Mental Health

Department of Social Services

Department of Elementary and Secondary Education

Office of State Courts Administrator
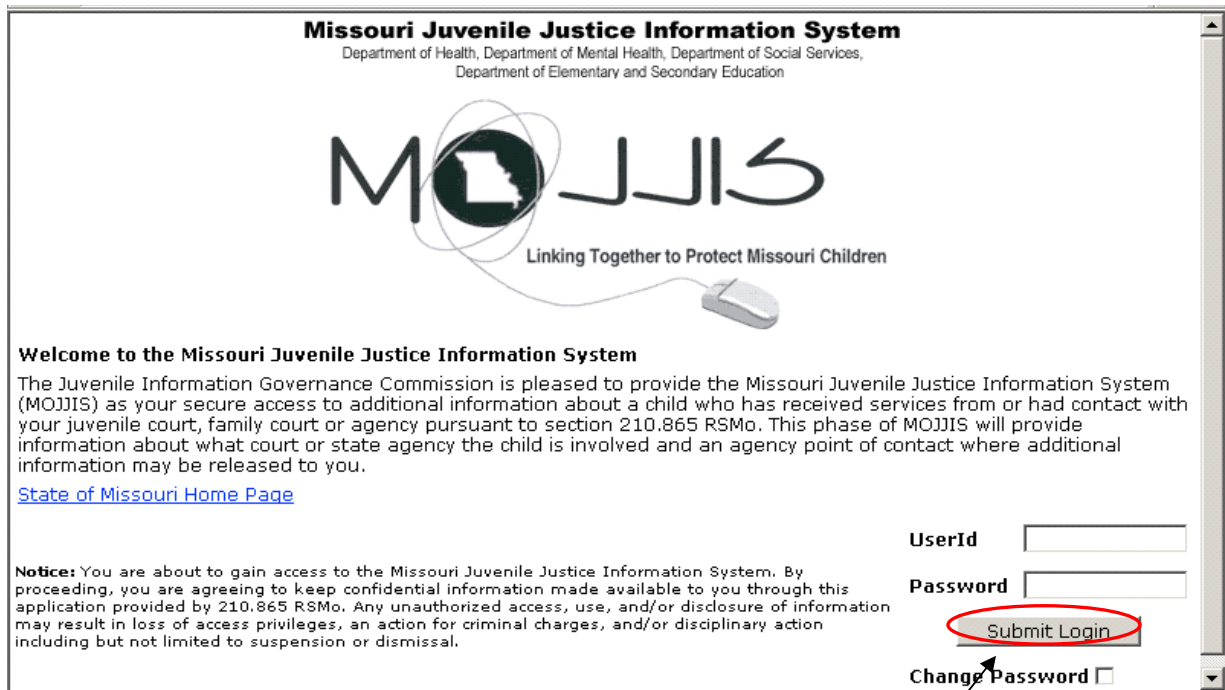
User Instruction Manual

2004

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The Missouri Juvenile Justice Information System has been developed as a secure access point to share additional information about a child who has received services from your juvenile court, DFS, DYS, DCSE, Department of Health and Department of Mental Health.

Logging In

After accessing the Link for the **MOJJIS** System, this is the sign-on screen that will appear.

You will then enter your assigned User ID and password and click on Submit Login.

Note: If you enter your password incorrectly more than 3 times you will not be granted access to **MOJJIS** and your Agency Administrator will have to reset your password.

If you are a Juvenile Officer you will want your **MOJJIS** password to be the same as your network password so that you are able to access the Casenet functionality through **MOJJIS**. This password would need to be changed whenever your network password is changed

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- The Agency Administrator will be responsible for creating individual User ID's and Passwords. Each agency must determine if existing ID's will be used or new ones assigned. There are no standard **MOJJIS** user ID's across agencies

- There is the possibility of two people from different agencies having the same user ID if that should happen the last one in the system should add a character to their ID.

Searching

After logging into the **MOJJIS** System you will be able to begin your search. The following screen will open.
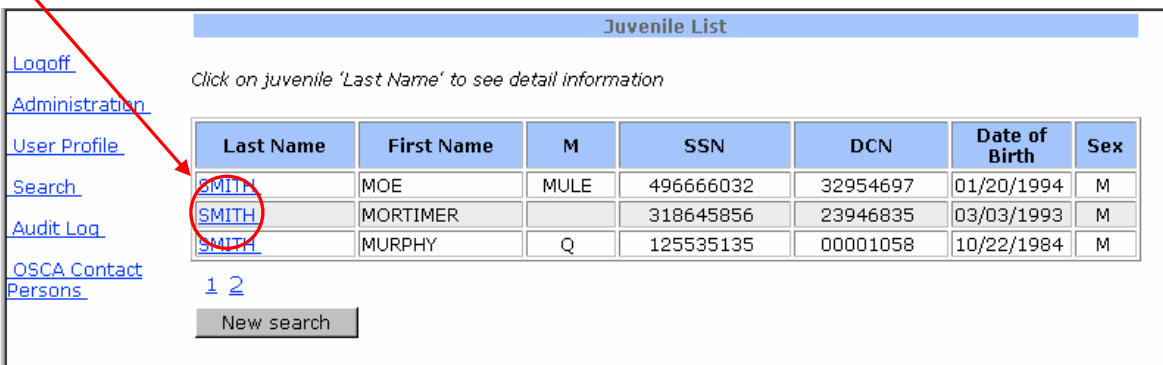

The top block of the Search screen contains required information fields. You must enter at least one of the fields to begin your search. You can search by SSN #, DCN# or at least 3 letters of the last name.

The optional Search fields include; First Name, Middle Name, DOB and Gender. They are recommended to help narrow the search.

Once you have entered your search criteria click on the Find button. This will bring back a listing all Juveniles that meet those criteria.

To view information in the registry on the Juvenile that you are inquiring on click on the blue last name field to begin your inquiry.

This will bring up a listing of the services that this Juvenile has received and which agency provided these services. You will see limited information at the top regarding the Juvenile, such as Date of Birth, Sex, SSN and DCN. There will also be a contact name phone number and e-mail address so that you may request additional information on the services provided. See below print screen.

To begin a new search, click on the Return to juvenile list button. You can then search on another name.

Soundex Searching

If you are unsure of the spelling of the name you may do a Soundex search. This will bring up a listing of names that are similar in spelling. Enter the required information in the Search field(s) and click on the Soundex button.

This brings up a listing of the possible matches for that Juvenile with various spellings of the name. See Print Screen below.
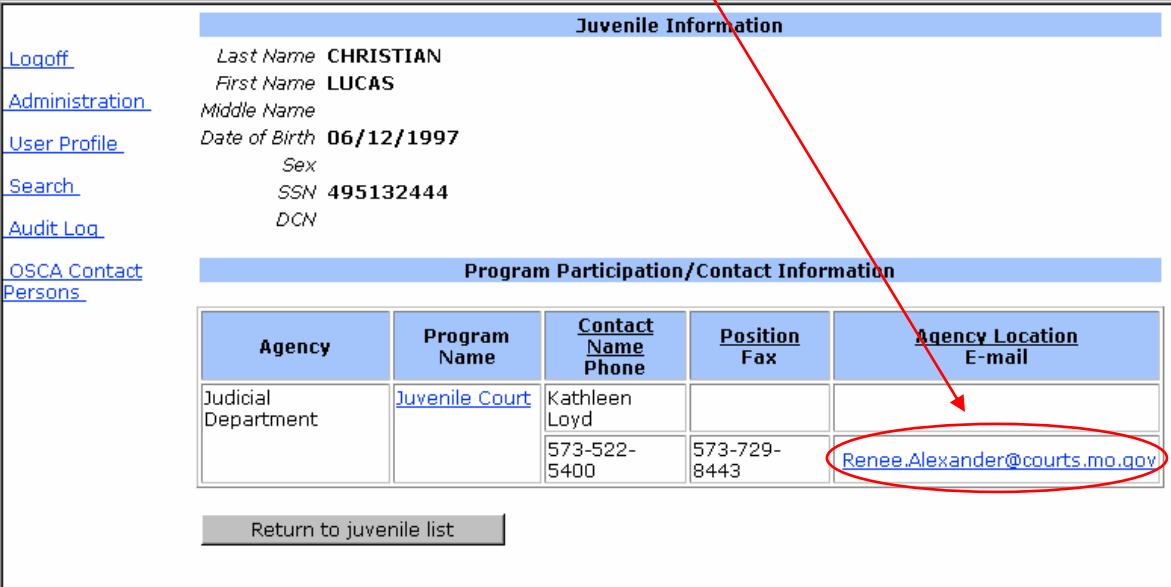
Tips for Searching

- Use the Soundex button when unsure of spelling.
- Try various combinations of the name.
- Use at least 3 letters of the Last name.
- You may use any of the optional fields to help narrow the search.
- Remember matches will only come back as entered by each individual agency so trying broadening your search if nothing comes back on a very specific search.

Sending an E-mail Request

If you need to request additional information from the Agency that is listed as providing service for the Juvenile you can click on the blue e-mail address link off the Juvenile information page to send an e-mail.
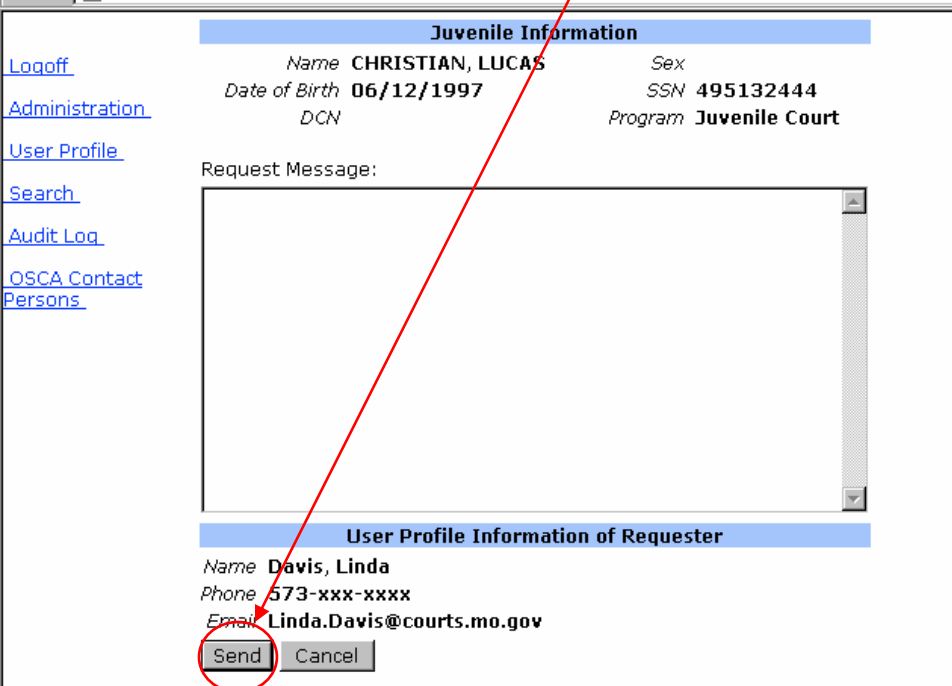

After clicking on the e-mail address link the following screen will open and you will be able to type your e-mail message and click on the send button.

The e-mail will contain the information on the juvenile, your message and your name, phone number and e-mail address. A copy of the e-mail will also be sent to your sent e-mail box for your record keeping.

User Profile

On the User Profile Screen you will be able to edit your name, phone number and e-mail address should they change. You can also change your password on this screen.

Change password here when needed.

Change name, phone number and e-mail address here if needed.

Logging Off

To log out of the MOJJIS System click on the Logoff Link on the Navigation Pane.